

DEPARTMENT OF GENERAL SERVICES
Records Management DivisionSCHEDULE
NO. C-504PAGE
NO. 1


RECORDS RETENTION AND DISPOSAL SCHEDULE

Office of Finance - Baltimore County

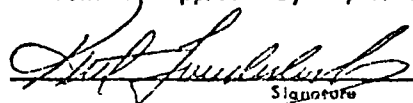
Revenue Division

AGENCY

DIVISION

Item No.	Description	Retention
1	<p><u>Tax Credit Status Report</u> (Supersedes Item 22 on Schedule C-316)</p> <p>DESCRIPTION: A monthly report of the Tax Credit file, showing assessments, max. tax liability and tax credit allowed. Shows both Homeowners Tax Credit (Circuit Breaker) and Increased Assessment Credit. Approximately three (3) books a month.</p> <p><u>File Arrangement</u>: Numerically by property number.</p>	Destroy three (3) years at the end of the Fiscal Year which they represent or after audit, whichever is later.
2	<p><u>Tax Credit Computation Journal</u></p> <p>DESCRIPTION: Original Certification and File Maintenance of Homeowner Tax Credit (Circuit Breaker) and Increased Assessment Credit. Original Certification consists of six (6) books; two (2) books per month thereafter.</p> <p><u>File Arrangement</u>: Numerically by property number.</p>	Destroy three (3) years at the end of the Fiscal Year which they represent or after audit, whichever is later.
3	<p><u>Increased Assessment Original Certification</u></p> <p>DESCRIPTION: A listing of all taxpayers showing 15% credit amount or reason for no credit. Approximately four (4) books total.</p> <p><u>File Arrangement</u>: Numerically by property number.</p>	Destroy three (3) years at the end of the Fiscal Year which they represent or after audit, whichever is later.
APPROVAL FOR BALTIMORE COUNTY:		
 7-20-79 RECORDS MANAGEMENT OFFICER		

Schedule approved by Department, Agency or Division Representative

 Assistant Revenue Supervisor 7/11/79

Signature Title Date

Schedule Authorized by Hall of Records Commission

Disposal Authorized by Board of Public Works

Date

Archivist

Date

Secretary